



How to Turn In Your Donations

- Ask people to send the checks directly to you.
- Mail, turn in or drop off your donations, along with the filled out Donor Sheet, to the Lung Association. Please make sure to put your name on the Donor Sheet and on the memo line of the check so we know whose account to credit.
- Checks should be made out to American Lung Association or simply ALA.
- If someone makes a check out in your name, simply turn it over and write "Pay to the Order of ALA" and sign it in the endorsement block on the back, then send it in with the others. Our bank won't let us deposit checks made out to you.
- Credit card donations can be made by completing the credit card form; or online by going to the event website or to your personal web page. Online donations go through a secure website.
- When an online donation is made in your name, you will receive an email from us telling you the name of the donor and the amount of the donation.
- Your personal web page shows your fundraising account balance at all times. It does take us up to two weeks to process checks you send in, but if your account balance doesn't look right to you, be sure to call and ask about it.
- Keep a record of your donors and the amount they have donated so if there is a discrepancy with our records we know where to start looking for the error.
- Send company matching gift forms along with your donations. If the company has an online process for matching gifts, please send in a copy (paper or electronic) of the email verifying the donation and match so we know to give you credit for the matching gift.